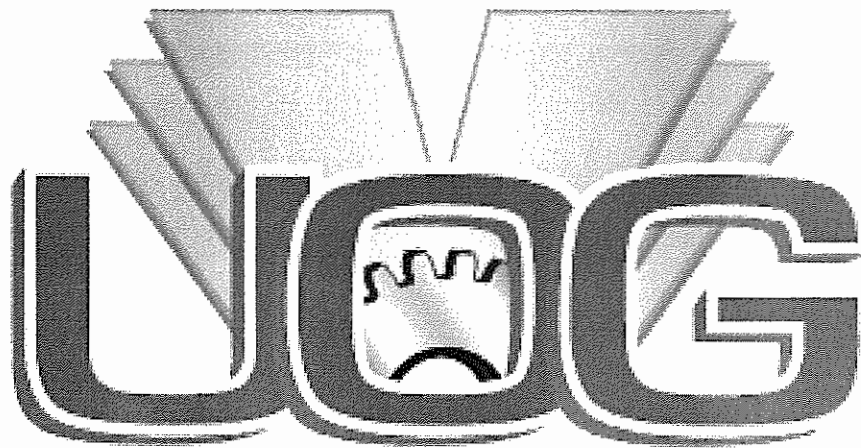


# UNIVERSITY OF GUJRAT

UNIVERSITY OF GUJRAT



A WORLD CLASS UNIVERSITY

## **Rules & Regulations for Semester System of Examinations**

## Introduction

This document presents rules and regulations for semester system in University of Gujrat and its constituent colleges. It has been developed in line with the HEC (Higher Education Commission) Policy Guidelines on Semester System Examination issued by HEC letter NO.01/HEC/LI/AD-II/NCES/PG dated December 4, 2008.

These are the general rules and regulations for BS(Hons) 4 years programme and M.A/M.Sc/M.Phil 2 years programmes. The purpose of this document is to provide students and teachers, an overview of the semester system rules concerning courses, credit hours, assignments, examinations and result procedures.

This document is intended as a guide and not a replacement to the notification periodically issued by University of Gujrat. For further queries, SSC (Student Services Centre) and SSIC (Semester System Implementation Cell) may be contacted.

## 1. Schedule of Semesters

- 1.1. There shall be two semesters (Fall & Spring) in an academic year.
- 1.2. Each semester shall be of 18 to 19 working weeks – 16 weeks for teaching, one for preparation before end of semester examination and one to two weeks for examination.
- 1.3. University may offer summer semester of 8 weeks during summer break. Each department may offer maximum of 8 credit hour courses of its choice to the students who have failed or withdrawn from a course or who want to improve their CGPA.
- 1.4. The contact hours will be doubled during the summer semester as compared to a regular semester.
- 1.5. There will be two weeks semester break after each semester.

## 2. Course Credit

- 2.1 Minimum 130 credits are required for BS (Hons) 4 years programme. These credits shall normally be earned in eight semesters.
- 2.2 Minimum 160 credits are required for 5 years programme. These credits shall normally be earned in ten semesters.
- 2.3 Minimum 66 credits are required for M.A/M.Sc 2 years programme. These credits shall normally be earned in four semesters.
- 2.4 Minimum 30 credits (24 for coursework and 6 for thesis) are required for M.Phil 2 years programme. These credits shall normally be earned in four semesters.
- 2.5 A course may range from one credit hour to four credit hours.

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- 2.6 One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work two hours shall be considered equivalent to one credit hour.
- 2.7. The credit hours are denoted by two digits within brackets with a hyphen in between e.g 4(3-1). The first digit, inside the bracket, represents the theory part while the second (right side) digit represents the practical.

### 3. Course Description

The new or revised course contents proposal will be forwarded to Registrar/Director Academics by the Director and HOD/Coordinator, for the final approval from Board of studies and then from Academic Council of University of Gujrat.

Courses will be codified as follows:

3.1. **4 and 5 years Programme**

- All courses given in first year (1<sup>st</sup> & 2<sup>nd</sup> semester) will be designated by 100.
- All courses given in second year (3<sup>rd</sup> & 4<sup>th</sup> semester) will be designated by 200.
- All courses given in third year (5<sup>th</sup> & 6<sup>th</sup> semester) will be designated by 300.
- All courses given in fourth year (7<sup>th</sup> & 8<sup>th</sup> semester) will be designated by 400.
- All courses given in fifth year (9<sup>th</sup> & 10<sup>th</sup> semester) will be designated by 500.

3.2. **2 years M.A/M.Sc after 14 years education**

- All courses given in first year (1<sup>st</sup> & 2<sup>nd</sup> semester) will be designated by 300.
- All courses given in second year (3<sup>rd</sup> & 4<sup>th</sup> semester) will be designated by 400.

3.3. **2 years M.Phil Programme**

- All courses given in first year (1<sup>st</sup> & 2<sup>nd</sup> semester) will be designated by 500.
- All courses given in second year (3<sup>rd</sup> & 4<sup>th</sup> semester) will be designated by 600.

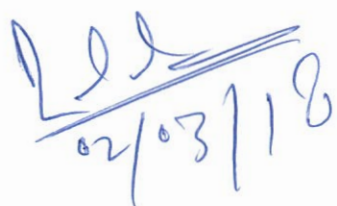

3.4. All codes will be preceded by 3-4 alphabets indicating the major discipline. For example a course in the 5<sup>th</sup> semester of BS(Hons) major physics will be PHY-301.

3.5 Courses will be divided into following categories

- |               |             |
|---------------|-------------|
| a) Compulsory | b) General  |
| b) Major      | d) Elective |

### 4. Course Workload

A student shall be required to take workload as under:



- 4.1. A student will normally be required to take workload of 15 to 18 credit hours in each semester.
- 4.2. A student may be allowed to take up to 18 credit hours only if he/she has a CGPA of 2.50 or above.
- 4.3. A student may be allowed to take up to 15 credit hours if he/she has a CGPA of 2.00 to 2.49.
- 4.4. A student may be allowed to take up to 12 credit hours if he/she has a CGPA of 1.50 to 1.99.
- 4.5. An exception can be made by allowing 18 to 21 credits to a particular student having CGPA 2.00 or above if he/she is graduating in that very semester.

## 5. Change of Courses/Drops/Withdrawals

- 5.1 A student, with the consent of the concerned HOD, may be allowed to change a course within one week of the commencement of a semester and may drop a course within 2 weeks of the commencement of semester.
- 5.2 Withdrawal from a course may be allowed by the end of 13<sup>th</sup> week by the approval of the HOD and will be represented by 'W' in the transcript.
- 5.3 The above stated changes/drops/withdrawals can be made only if they do not affect the conditions of required workload.

## 6. Repeating Courses

- 6.1. A student getting an 'F' grade has to repeat the course when offered in the next semesters. The student will register for that course in the first week of semester, with the permission of the concerned teacher.
- 6.2. The student, who has been dropped from a particular course due to short attendance, will have to repeat the course and take classes when it will be offered next time. Whereas a student who has failed because of short of marks will only reappear in the midterm and final examination and submit all new sessional work.
- 6.3. The student may be allowed to repeat the course in which he/she has obtained grades 'D' or 'C'.
- 6.4. In case a student repeats the course, the higher grade obtained in both the attempts will be considered as final grade but in case a student takes a new course in lieu of the course in which he /she failed, both the grades will reflect on his/her transcript, i.e old course grade and new course grade.

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## 7. Incomplete Grades on Medical Grounds

In case a student is unable to appear in the end of semester examination of a semester due to some unavoidable circumstances, he/she may be allowed to repeat the course when that course is offered next time following the rules as under:

- 7.1. The student must have fulfilled the required number of lectures.
- 7.2. He/She must have completed the midterm exam and sessional work during the semester.
- 7.3. Such student shall be given *Incomplete Grade* ('I' Grade) on the recommendation of the committee.
- 7.4. The student will only have to appear in the end of semester examination whenever the course is offered again.

## 8. Class Attendance

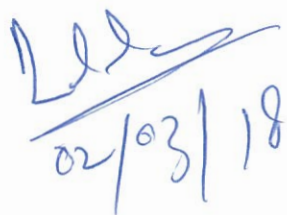
Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments. Each three credit hour course will have 48 contact hours (3 hours/ week x 16 teaching weeks = 48) in a semester.

- 8.1. A minimum of 70 % attendance is required by the students to be eligible to sit in the final examination.
- 8.2. A student with less than 70 % of the attendance shall be dropped from the course and have to repeat the course whenever the course is offered again.
- 8.3. In exceptional / hardship cases Vice Chancellor on the recommendation of Director concerned faculty may exempt 5 to 10 % of the attendance.
- 8.4. In case a student remains absent from the class for seven consecutive lectures, his/her name will be dropped from the course.

## 9. Migration/Transfer of Credits

Migration of a student may be allowed subject to the fulfillment of Migration Regulations of University of Gujrat.

- 9.1. The credits earned in the previous institution may be transferred subject to the condition of similarity and equivalence with the university courses.
- 9.2. No credit hour of a course will be transferred if the marks obtained are less than 60 %.
- 9.3. Migration will not be allowed during the first semester of the programme.

  
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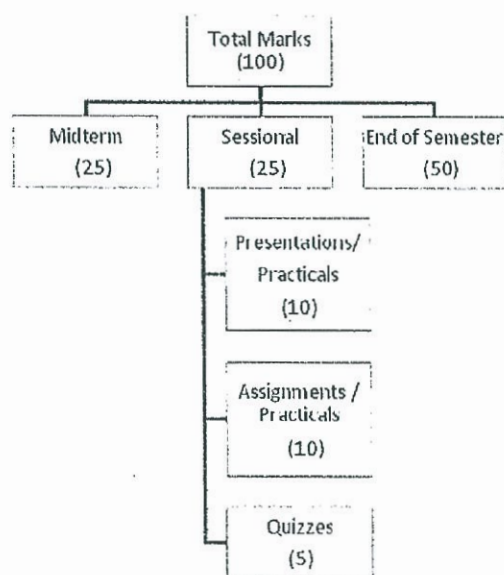
  
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- 9.4 Migration will not be allowed if the CGPA of the student is less than 2.00.
- 9.5 Migration will be permissible if the student fulfills requirements of merit and availability of seats.
- 9.6 The merit criteria may be exempted if the CGPA of the student is equal to or more than 2.50.

## 10. Examination/Evaluation System (Midterm and Sessionals) (Not for MS/M.Phil)

The final standing of each student, in each course is assessed on the midterms, sessional work (presentations, assignments, quizzes and practicals) and end of semester examinations.

Each course will be evaluated on the basis of the weightage as under:



- 10.1. The teacher will be responsible for the midterm exam and sessional work of the students.
- 10.2. The date and time of the midterm examination will be announced by the teacher. However, the examination week and other deadlines related to midterm examination will be announced by the administration of University of Gujrat.


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- 10.3. For sessional work, the teacher will give minimum 2 assignments/practicals and 2 quizzes per course per semester and average of the obtained marks in both/all assignments/quizzes would be considered as the final marks in assignments/quizzes.
- 10.4. All the assessed scripts and award lists of assignments/practicals, quizzes and class presentations will be submitted to SSC after showing and discussing it with the students.
- 10.5. The teacher will himself/herself enter the midterm and sessional marks in the database, University of Gujrat Information System (UOGIS). The signed database generated hardcopies of the midterm and sessional marks will be submitted to the Manager Student Services Centre. Midterm results will be submitted within 10 days after the termination of midterm exams and sessional results will be submitted at least a week before the commencement of end of semester examination.
- 10.6. The teacher will give a re-test within 10 days after the midterms only to the students who, after seeking prior permission of the Director/Principal concerned, were unable to appear in Midterm Examination.

## **11. End of Semester Examination for Undergraduate Programmes**

- 11.1. The Semester System Implementation Cell (SSIC), under the supervision of Controller of Examination, is responsible for conducting the end of semester examination of each semester.
- 11.2. Duration of end of semester examination will be 2-3 hours during examination week(s).
- 11.3. The final examination will cover the entire course.
- 11.4. The teachers will develop 2 question papers for each course.
- 11.5. Each question paper will consist of two sections – Objective and Subjective. Objective section will contain 25 to 30 marks and subjective section will contain 20 to 25 marks.
- 11.6. The question papers will be submitted to SSIC three weeks before the commencement of end of semester examination.
- 11.7. To pass a course, student must obtain 50% marks in aggregate of Midterm, Sessional and End of Semester Examination.
- 11.8. The final result will be announced by the Controller of Examination.

  
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## 12. Grading System

Equivalence between Letter Grading and Numerical Grading shall be as follows:

Marks in Percentage	Letter Grade	Numeric Value of Grade (Grade points)
85 and above	A+	4.00
80-84	A	3.70
75-79	B+	3.40
70-74	B	3.00
65-69	B-	2.50
60-64	C+	2.00
55-59	C	1.50
50-54	D	1.00
49 and below	F	0.0
	W	Withdrawal
	I	Incomplete

12.1. Maximum possible Grade Point Average is 4.00.

12.2. Minimum CGPA (Cumulative Grade Point Average ) for obtaining the 4 years undergraduate and 2 years M.A/M.Sc (after 14 years education) degree is 2.00. While the minimum CGPA for obtaining M.Phil ( after 16 years education) degree is 2.50.

### 12.3. Calculation of Grade Point Average (GPA) for a Semester:

GPA is a performance indicator of a student in the semester concerned and is calculated as:

$$\text{GPA} = \frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled for in the semester concerned}}$$

Weighted points = Grade points multiplied by the number of credits of the course concerned.

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#### 12.4. Calculation of Cumulative Grade Point Average (CGPA) for Semesters:

CGPA is a performance indicator of a student in all the semesters passed so far and is calculated as:


$$\text{CGPA} = \frac{\text{Total weighted points of all courses taken in all semesters}}{\text{Total number of credits enrolled for in all semesters}}$$

### 13. Rules for Promotion for Undergraduate Programmes

- 13.1. At the end of each semester, a student must obtain a minimum Grade Point Average (GPA) of 1.50 to be promoted to the next semester.
- 13.2. In case a student is unable to obtain GPA of 1.50, shall stand automatically dropped from the rolls.
- 13.3. During the degree programme, a student is required to repeat all the courses in which he/she had failed in the previous semesters.
- 13.4. If a student gets F, D or C grade, he/she can repeat the course whenever offered to improve his/her grade.
- 13.5. A student who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.00 but not less than 1.90 at the end of the 4<sup>th</sup> semester in case of 2 years Masters programme, 8<sup>th</sup> semester in case of 4 years Bachelors (Hons) programme may be allowed to repeat some of the courses in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.00 failing which he/she shall not be awarded degree and removed from the rolls of the university.

### 14. Rules for Promotion for MS/M.Phil

- 14.1. At the end of the first semester, a student must obtain a minimum Grade Point Average (GPA) of 2.50 to be promoted to the second semester.
- 14.2. In case a student is able to obtain GPA of 2.00 or more but less than 2.50 he/she will be promoted to the second semester on probation. The candidate, who fails to secure 2.00 GPA in first semester shall stand automatically dropped from the rolls.
- 14.3. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 and must also pass at least 50% of the courses offered by him/her in order to be promoted to the third semester.
- 14.4. In third semester M.Phil students will take up the thesis and have to repeat those courses of the first semester in which he/she had failed.

  
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- 14.5 In the fourth semester students will be required to repeat those courses of the second semester in which he/she had failed along with thesis.
- 14.6 A student who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.50 but not less than 2.30 at the end of the second semester may be allowed to repeat courses (only one chance) in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which he/she shall not be awarded degree and removed from the rolls of the university.

## 15. Semester Freeze

- 15.1. In case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) with the permission of the Director/Principal concerned on the recommendation of the HOD/Coordinator. The case, after permission, will be forwarded to the Director, Student Services Centre for compliance. However, freezing in 1<sup>st</sup> semester is not allowed. During the "freezing period" the applicant will lose his studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which university extends to its regular students. The student will rejoin the same semester next year with the next session after paying semester fee.

## 16. Unfair Means/Cheating Cases:

Students are expected to be sincere and dedicated to their cause, in achieving skillfulness and moral uprightness. UOG provides a favorable atmosphere for learning, where chances are equal in determining the goals and objectives. A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.

Following actions will be regarded as Unfair Means and are liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates fair chance of showing cause.

### 16.1 Possession of Helping Material

Any candidate who, after announcement made by the Superintendents, fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders, concealing notes on clothing/hands/shoes/pockets/wallets or any other material or equipment in his/her possession relating to the subject of Examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other Unfair Means in connection with the Examination.

  
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- 16.2 Copying**  
Any candidate found guilty of copying from any paper, book or notes, mobile phones, any other helping material, allowing any other candidate to copy his/her Answer Book or exchanging Answer Book/Extra Sheet/Question Paper with other candidates and making gestures which may help in solving the paper.
- 16.3 Impersonation**  
Any person who impersonates a valid candidate by forgery of documents i.e. roll number slip or the registration record or disguises him/herself or any other means.
- 16.4 Physical Assault and Intimidation or Misbehaving**  
Any candidate found guilty of resorting to physical assault or intimidation or misbehaving with the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates.
- 16.5 Possession of Weapons**  
Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury.
- 16.6 Instigation for a Walkout/Pen-Down strike**  
Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike.
- 16.7 False statement/Forgery**  
Any candidate found guilty of forging another persons signatures on his/her Attendance Sheet.
- 16.8 Identity/Appeal**  
Disclosing his/her identity or making an appeal in his/her Answer Book to the Assessor.
- 16.9 Influencing**  
Any candidate found guilty of influencing or attempting to influence the Assessor, Examiners, Supervisory Staff or University Employees directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the Examination/Paper Assessing.
- 16.10 Disobedience/Disturbance**  
Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number or create disturbance in smooth functioning of Examination Centre.

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- 16.11 Substituting the Answer Book**  
Any candidate substituting the whole or part of an Answer Book or a Continuation Sheet in the Examination Centre which is not duly issued to him/her for the Examination.

- 16.12 Taking out/Tearing off Answer Sheet**  
Any candidate taking out from the Examination Centre the whole or a part of an Answer Book or Tear off an Answer Book or Pages or Continuation Sheet.

**UNFAIR MEANS MAY LEAD TO ONE OR MORE FOLLOWING PENALTIES;**

- i. Grade "F" in the relevant paper; and/or Cancellation of relevant paper;
- ii. Maximum fine up to Rs. 10,000 per paper;
- iii. Suspension from the Program;
- iv. Expulsion from the University.

- 16.13 Convener of the Unfair Means Committee**  
On the recommendation of the Controller of Examinations, a committee of three (03) teachers of different disciplines shall be constituted by the Vice Chancellor for the term of two years in order to deal to deal with Unfair Means Cases. The Controller of Examination shall be the Convener of the committee. Deputy Registrar Academics / Chief S.S.I.C will be the Coordinator of Committee. The Committee will decide the UMC Cases with simple majority. The final decision will be implemented by the Controller of Examinations. In case a seat of any member of UMC Committee becomes vacant for any reason, the Convener will report to the Vice Chancellor along with the recommendation nomination for replacement within 21 days of it vacancy. Notification of the new member will be issued by the office of the Vice Chancellor.

- 16.14 Reasonable Opportunity of showing cause against the Action**  
No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him/her. An appropriate charge sheet in this regard will be issued to him/her specified below:

**CHARGE SHEET FOR USING UNFAIR MEANS (SPECIMEN)**

Reportedly you have been found indulging in the use of Unfair Means as indicated below in the paper of \_\_\_\_\_, during the \_\_\_\_\_ (Semester System) 20\_\_\_\_ Examinations thus violating the University's Examination rules:-

- Your above act of violation of rules warrant strict disciplinary action against you.
- Your case is, now, to come up before the Unfair Means Committee of the University for enquiry on \_\_\_\_\_ at \_\_\_\_\_. You are, therefore,

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called upon to state and explain why disciplinary action should not be taken against you under rules of the University.

- Your reply should reach this office within 10-days after issuance of this letter. You are further called upon to state if, you would like to be heard in person along with any documentary proof. If "YES" you are directed to appear before the Unfair Means Committee on \_\_\_\_\_ at \_\_\_\_\_ at your own Expenses.
- Please note that if, you fail to file any written statement or, fail to appear before the \_\_\_\_\_ Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

#### **16.15 Punishment awarded by The Vice Chancellor**

In case of emergency, The Vice Chancellor may provisionally award suitable punishment without reference to the committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of an affiliated/constituent college of Semester System Examination. However, the case will be referred to the UMC Committee for proceedings.

#### **APPELLATE COMMITTEE**

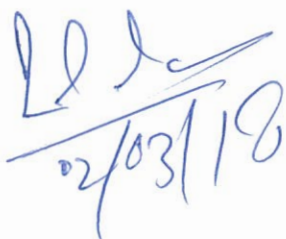
A candidate to whom the decision of the Unfair Means Committee is communicated and has valid reason to appeal against such decision; he/she may do so in writing to the Vice Chancellor within Ten (10) days of the receipt of the decision along with the prescribed fee (Rs. 1000). The appeal shall be referred to the Appellate Committee. Applicant will be given an opportunity to be heard in person by the committee if, he/she so desires. The Vice Chancellor shall appoint by nomination (?) the Appellate Committee comprising two (02) or more members. These persons shall be other than those who have been on the Unfair Means Committee who dealt with the case earlier. The Vice Chancellor or his nominee shall be the Convener of the committee.

#### **17. Cancellation of Admission**

- 17.1. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled.

#### **18. CGPA Required for Degree Completion**

- 18.1. The minimum qualifying CGPAs for undergraduate and M.A/M.Sc (16 years education) and M.Phil (18 years education) are 2.00 and 2.50 respectively.

  
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## 19. Time Limit for the Completion of Degree

- 19.1. Time limit for the completion of the 4 years Undergraduate degree and Graduate/M.Phil shall ordinarily be four years and two years respectively from the beginning of the first course counted towards the degree. However, a 4 years degree programme can be extended up to 6 years and 2 years degree programme can be extended up to 3 years.

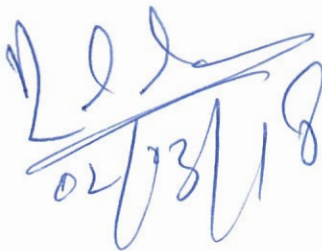
## 20. Course File


Maintenance of the course file is compulsory for teacher. It will have a complete record of everything that happened during the semester. The course file will contain:

- Description of course/ Course contents
- Course coding
- Weekly teaching schedule covering the time period (16 weeks) – to be distributed among the students by the teacher concerned
- Copy of each home assignment
- Copy of each quiz given
- Copy of mid semester examination
- Copy of result duly signed by the teacher
- Difficulties/problems faced during classroom/course delivery

## 21. Vice Chancellor's Authority in Special Cases

Notwithstanding anything contrary to these Regulations, The Vice Chancellor shall have the power to issue orders, directions or instructions for the smooth working of semester system, where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations, the decision of the Vice Chancellor shall be final.

  
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Registrar  
University of Gujrat  
Gujrat

# **Addendum**





# UNIVERSITY OF GUJRAT

Hafiz Hayat Campus, Gujrat. Ph. 053 3643331, 3643327,  
3643121, 3643334, 3643408, Fax No. 053 3643167  
E-mail: [info@uog.edu.pk](mailto:info@uog.edu.pk)

No.UOG/Acd/276/2911

April 25, 2016.

## NOTIFICATION

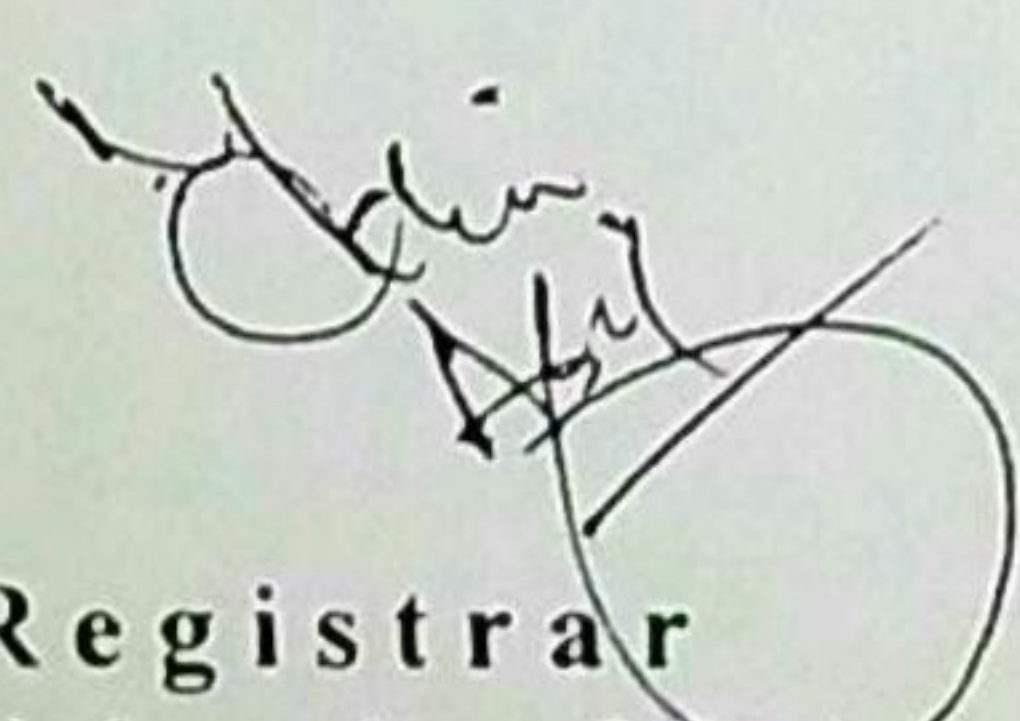
The Competent Authority is pleased to approve the following policy regarding course registration of the students availing extended time period to complete their degree requirements.

1. Dean of the faculty on the recommendation of the Chairperson of the Department concerned shall allow the students to register courses (within registration weeks) to complete their degree within extended time period.

Extended time period shall be as follows:

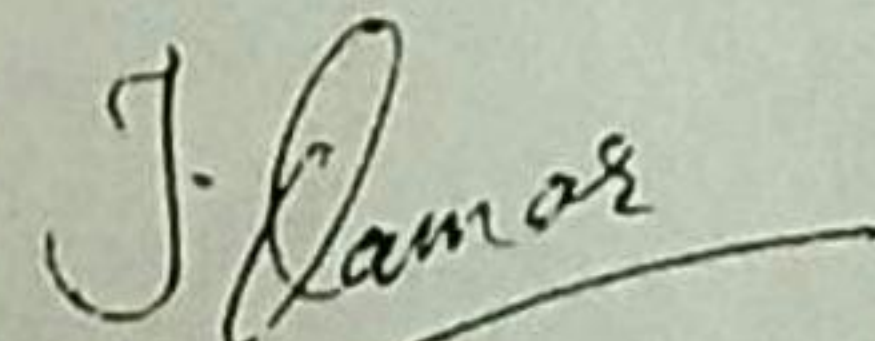
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| i. For two years degree programs   | 3 years (6 regular semesters)    |
| ii. For four years degree programs   | 6 years (12 regular semesters)   |
| iii. For five years degree programs  | 7.5 years (15 regular semesters) |
| iv. For 1.5 years degree programs  | 2 years (4 regular semesters)    |
| v. For 3.5 years degree programs   | 5 years (10 regular semesters)   |
| vi. Freezing year shall be adding another year in lieu of freezing period. |                                  |

2. The students, who shall fail to complete the degree requirements within the extended time period (time barred), shall not be registered at any cost.

  
Registrar  
University of Gujrat

Copy to:

1. Faculty Deans, UOG
2. Treasurer, UOG
3. Controller of Examinations, UOG
4. Director SSC, UOG
5. Director QEC, UOG
6. Chairperson / HOD / Coordinator, UOG
7. PSO to Vice Chancellor, UOG

  
Additional Registrar (Academics)  
University of Gujrat.

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*copy to Ac. Secrecy*  
*copy to Ac. a p cell*  
*copy to DC*  
*copy to Adl CB*

*original in Regulation file*

*Final*





# UNIVERSITY OF GUJRAT

Hafiz Hayat Campus, Admin Block, Gujrat.

Ph: 053 3643233, 3643327, Fax No. 053 3643167

E-mail: [Dac@uog.edu.pk](mailto:Dac@uog.edu.pk) Web: [www.uog.edu.pk](http://www.uog.edu.pk)

No: UOG/REG/DAC/ 16/1225

Dated: 08-12-2016

## NOTIFICATION

In exercise of powers vested under section 24 of UOG Act IX of 2004, the Academic Council vide decisions of Agenda Item No. 11(iii) of its 7<sup>th</sup> meeting held on 19<sup>th</sup> September, 2016 is pleased to approve the following minimum and maximum duration of MS / MPhil / PhD or equivalent degrees programs.

MS / MPhil or Equivalent	1.5 to 4 years
PhD or Equivalent	3 to 8 years

The above said referred Agenda Item has been duly approved by the Syndicate in its 30<sup>th</sup> meeting held on October 14, 2016.

(Dr Tahir Aqil)

REGISTRAR

### NO. & DATE EVEN

**Copy is forwarded for Information and necessary action to:**

- All Members of Academic Council, UOG
- The Treasure, UOG
- The PSO to Vice Chancellor, UOG
- Academic Council File

DEPUTY REGISTRAR (DAC)

No: UOG/REG/DAC/18/036

Dated: 19-02-2018

### NOTIFICATION

In exercise of powers vested under Section 24 of University of Gujrat Act IX of 2004, the Academic Council vide decision of Agenda Item No. T-01 of its 10<sup>th</sup> meeting held on February 16, 2018 is pleased to allow repeating / improving students to register one extra course in 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> semester in addition to already allowed limit of credit hours w.e.f. Spring-2018 semester.

This is issued with the approval of the Vice Chancellor.

  
(DR. TAHIR AQIL)  
REGISTRAR

### No. and Date even

A copy is forwarded for information and necessary action to:

1. All Faculty Deans/ Directors/ Chairpersons and HODs, UOG.
2. All Administrative Heads, University of Gujrat
3. All Principals/Coordinators, UOG City Campuses.
4. The Director UOG Sub Campuses
5. The Chief Executives, UOG (PPP) Sub Campuses.
6. The PSO to the Vice Chancellor, University of Gujrat.
7. The Archive File.

  
DIRECTOR, DAC

# UNIVERSITY OF GUJRAT

Hafiz Hayat Campus, Gujrat. Ph: 053 3643331, 3643327,  
3643121, 3643334, 3643408, Fax No. 053 3643167  
E-mail: [info@uog.edu.pk](mailto:info@uog.edu.pk) Web: [www.uog.edu.pk](http://www.uog.edu.pk)

No. UOG/REG/21/417


Date: January 17, 2016

## NOTIFICATION

In exercise of powers vested under Section 24 of UOG Act IX of 2004, the Academic Council vide decision of Table Agenda Item No. T-01 of its 5<sup>th</sup> meeting held on September 01, 2015 is pleased to approve the amendment in notification no. 18/UOG/Reg/980 dated April 09, 2012 as "one extra course" instead of "21 CR Hrs" to be registered in:

- i. 7th and 8th Semesters of four years degree programs.
- ii. 9th and 10th semesters for 5 years degree programs.
- iii. 3rd and 4th semesters for 2 years degree programs except MPhil and PhD programs.

2. The above referred Agenda Item has been duly approved by the Syndicate in its 26<sup>th</sup> meeting held on October 15, 2015.

  
(Dr. Tahir Aqil)  
**REGISTRAR**

### No. & date even

A copy is forwarded for information to:

1. All members of Academic Council, UOG
2. Treasurer, UOG
3. PSO to Vice Chancellor, UOG
4. Archive File

  
**ADDITIONAL REGISTRAR (Academics)**





UNIVERSITY OF GUJRAT  
REGISTRAR OFFICE

Ph: 053- 3643112, 3643117, 3643408, Ext. 137, Fax No. 053- 3643034  
web. [www.uog.edu.pk](http://www.uog.edu.pk),

No. 18 /UOG/R/ 980

Dated: April 09, 2012

**NOTIFICATION**

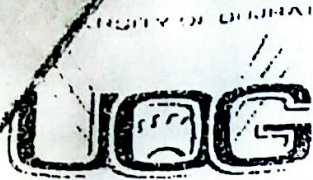
Consequent upon the decision taken by the Senior Academic Staff, University of Gujrat in its meeting held on March 29, 2012. The Vice Chancellor is pleased to authorise the Heads of the Academic Departments for allowing the students of BS 7<sup>th</sup> & 8<sup>th</sup> Semester and MA / MSc 3<sup>rd</sup> & 4<sup>th</sup> Semesters to enrol up to 21 Credit Hours in order to complete their said degrees in the 8th and 4th Semesters respectively.

*Muhammed Akram*  
(MUHAMMAD AKRAM BHATTI)  
REGISTRAR

Copy for information:

- 1) All the Directors/Principals of Constituent Colleges/HODs/Coordinators UOG.
- 2) The Director SSC, UOG
- 3) The Chief SSIC, UOG
- 4) PSO to the Vice Chancellor, UOG.
- 5) Archive file.





# UNIVERSITY OF GUJRAT

## REGISTRAR OFFICE

Ph: 053- 3643112, 3643117, 3643408, Ext. 137, Fax No. 053- 3643034

E-mail: [muhammad.faheem@uog.edu.pk](mailto:muhammad.faheem@uog.edu.pk) web. [www.uog.edu.pk](http://www.uog.edu.pk)

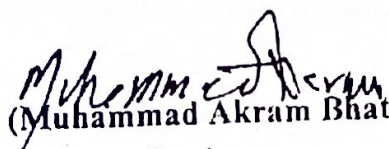
No: UOG/Reg/18/824

Dated: 06-01-2012

SSC  
Dairy No: 1117  
Date: 9-1-2012  
University of Gujrat.


### NOTIFICATION

Consequent upon the recommendations of the Committee and in anticipation of the Academic Council, University of Gujrat, the Vice Chancellor is pleased to allow the BS / MSc / MA / LLB / BSc Engineering and Associate Degrees students to replace "F" grade(s) obtained in the Optional / Minor / Elective course(s) with other same category course(s) from the approved scheme of studies of the respective degree program and offered by the department concerned within stipulated degree duration. However, the grades of both the courses (previously failed and replaced with) shall be reflected in the transcripts. The detail(s) of the replaced course(s) shall be explained with a sign of "\*" in the transcript of the student concerned. On recommendations of the relevant Head of the Department, the replacement shall only be allowed for a particular course once.

  
(Muhammad Akram Bhatti)  
Registrar

Copy for information:

- 1) All the Directors/ Principal Colleges, / Director Evening Program / HODs/ Coordinators, University of Gujrat.
- 2) PSO to the Vice Chancellor, University of Gujrat.
- 3) Archive file.

  
For Assistant Registrar



No: UOG/REG/DAC/17/192/

Dated: 08-11-2017

## **NOTIFICATION**

In exercise of powers vested under section 24 of UOG Act IX of 2004, the Academic Council vide decision of Agenda Item titled "Miscellaneous" of its 9<sup>th</sup> meeting held on 21<sup>st</sup> August, 2017 is pleased to approve the following:

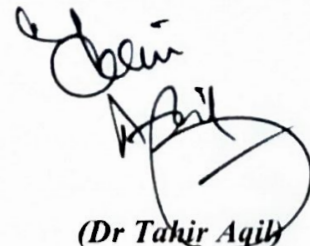
- a. The Director, Student Service Centre, (SSC), University of Gujrat shall disseminate updated rules regarding scholarship / financial aid among all students of the university.
- b. The Director, IT Services, University of Gujrat shall include checks in the system which should vividly inform all concerned if a student is time barred / dropped out / double registered etc. and accordingly the status of the students shall be established within two weeks.
- c. The scheduled activities (date sheets etc.) should not be disturbed in order to adjust repeating students.
- d. The Registrar office shall not accept the agenda for forthcoming meetings of Academic Council by the departments if it is not routed by the Faculty Board. Further the departments shall forward only the relevant agenda to the Academic Council (as per UOG Act & Rules).
- e. All academic departments shall ensure the provision of updated Scheme of Studies (effective - Fall - 2017) to the Directorate of IT Services, University of Gujrat till September 11, 2017 for incorporation in UOGIS within a week accordingly and copy should be sent to the Registrar Office.
- f. A student shall have to pass a core registered course unless and until the course does not exist in the revised scheme of studies at a later stage after prescribed regular degree duration. The respective Chairperson and teacher shall furnish a recommendation that the student is allowed for a course from new scheme of studies in lieu of that vanished course and the Controller of Examinations office shall reflect this replacement on the transcript. However, the minimum credit hours requirements with respect to foundation/core/specialty/major courses etc. shall be met. If any such variation occurs, it should remain / lie within credit hours range provided by the HEC subject to the condition that a student has attended minimum specified number of semesters for respective degree program (For example 08 semester for a 04 years degree program). This credit hours range (minimum & maximum) should be endorsed by the respective



department of UOG and ensure that core and major/specialty courses prescribed for that degree must be studied and passed by the student concerned, otherwise, transcript/degree will not be conferred.

- g. Outcome based education shall be adopted in forthcoming sessions as per demand of PEC & Washington Accord.
- h. All academic departments / colleges / campuses shall ensure that there are no pending cases / back logs which need to be presented at statutory form, if any; a comprehensive documents be presented to the Vice Chancellor's Office at the earliest so that once for all these may be settled accordingly.

The above referred Agenda Item has been duly endorsed by the Syndicate in its 34<sup>th</sup> meeting held on September 14, 2017.

  
(Dr Tahir Aqil)  
REGISTRAR

**NO. & DATE EVEN**

**Copy is forwarded for Information and necessary action to:**

- i. All Members of Academic Council, UOG
- ii. The Controller of Examinations, UOG
- iii. The Treasure, UOG
- iv. The PSO to Vice Chancellor, UOG
- v. Academic Council File

  
Deputy Registrar (DAC)

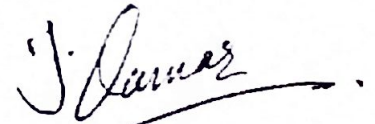
June 02, 2016.

No.UOG /Acd /276/2970

## NOTIFICATION

In continuation of notification no. UOG /Acd/ 276/ 2713 para 4 dated February 8, 2016, The Vice Chancellor in anticipation approval of the statutory bodies has been pleased to approve the following amendment in semester system rules with immediate effect.

4. **Re-take of midterm examination** shall not be permissible, however very genuine cases shall be addressed on case to case basis by the Vice Chancellor with the recommendations of Dean / Chairperson / HOD concerned.



Additional Registrar Academics  
University of Gujrat

### Copy for Information:

1. Deans, UOG
2. Registrar, UOG
3. Controller of Examinations, UOG
4. Director SSC, UOG
5. Director QEC, UOG
6. Director, ASRB, UOG
7. Director, IT Services, UOG
8. Chairpersons/TIODs, UOG
9. Directors UOG Sub-Campuses.
10. PSO to Vice Chancellor, UOG



No. UOG/REG/DAC/17/1328

Dated: 11<sup>th</sup> April 2017

## NOTIFICATION

In pursuance of section 14(1) of the UOG Act IX of 2004, the Vice Chancellor is pleased to amend clause 15.1 of the Semester System Rules (Semester Freeze Rules) in the following manner:

S. No.	Existing Clause 15.1	Amended Clause 15.1
1.	<i>In a case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) with the permission of the Director/Principal concerned on the recommendation of the HOD/Coordinator. The case, after permission, will be forwarded to the Director, Students Service Centre for compliance. However, freezing in 1<sup>st</sup> semester is not allowed. During the 'Freezing Period', the applicant will loose his/her studentship status and shall not be entitled to avail any facility like hostel/medical/transport, which university extends to its regular students. The student will rejoin the same semester next year with the next session after paying semester fee.</i>	<p><i>In a case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) with the permission of the Dean/Director concerned on the recommendation of the Chairperson/HOD/Coordinator. The Dean, after according permission, shall notify it and forward the copies to the Director, I.T. Services, Academic Coordination, Chairperson Hall Council and Wardens, Boys &amp; Girls Hostels, Chief Librarian, Principal Officer Transport, Students Service Centre and Controller of Examinations for updating Freeze Status in the information system, record, withdrawing the studentship facilities during Freeze period and recording Freeze history in the transcript, respectively. However, freezing in the 1<sup>st</sup> semester shall not be permissible.</i></p> <p><b>15.1.i.</b> During the "Freezing Period", the applicant shall loose his/her studentship status and not entitled to avail any facility like hostel, medical, transport, library, etc which university extends to its regular students.</p> <p><b>15.1.ii.</b> The student will rejoin either in the subsequent semester or in the</p>



		<p>same semester next year (as the case may be) after paying semester fee. In case, a student rejoins after the freeze period of one semester, he/she shall only register those courses having no or passed prerequisite course(s).</p> <p><b>15.1.iii.</b> If a student shall seek for the semester freeze before course registration &amp; fee submission of the upcoming semester (as per schedule given in the Academic Calendar), he/she shall have not to deposit fees for that semester. Whereas, if a student seeks for semester freeze after course registration and fees submission, his/her fees shall neither be refunded nor adjusted in the subsequent semester(s) after rejoining.</p> <p><b>15.1.iv.</b> Freezing period of the studentship shall be added in the maximum duration period of the degree, however, if a student fails to rejoin the university after the maximum freeze time (i.e. 2 semesters), his/her admission shall stand cancelled and name permanently removed from the university roll.</p>
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In pursuance of the same section of the Act *ibid*, the Vice Chancellor is further pleased to incorporate the following new sub clause (15.1.1) in the Semester System Rules:

**"New Sub-Clause 15.1.1"**

*"In case of valid and contingent reasons, if a student fails to apply for the semester freeze and does not register courses/attends the university for a maximum period of one year (2 semesters), he/she may apply for the rejoining in accordance with the course registration schedule mentioned in the Academic Calendar to the Chairman/HOD/Coordinator of the Department. The Chairman shall expeditiously send the request along with concrete recommendations to the Dean/Director. The Dean/Director, after according permission, shall notify it and forward the copies to the Director, I.T. Services, Academic Coordination, Students Service Centre, Treasurer, Chairperson Hall Council and Wardens, Boys & Girls*



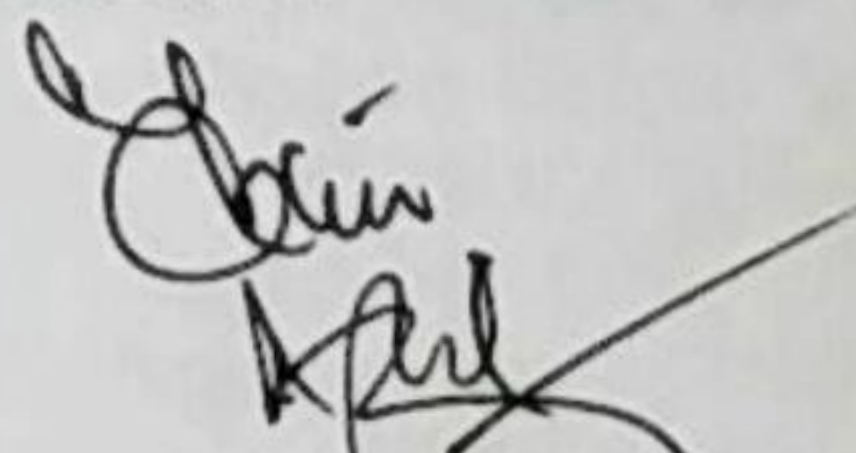
Hostels, Chief Librarian, Principal Officer Transport, and Controller of Examinations for updating re-joining Status in the information system, record, restoring the studentship facilities during discontinued/absent period, charging re-joining fee with regular fees of the semester and recording Discontinued period history in the transcript, respectively. However, Discontinuation in the 1st semester shall not be permissible.

**15.1.1.i.** During the "Discontinued/Absent Period", the applicant shall lose his/her studentship status and not entitled to avail any facility like hostel, medical, transport, library, etc which university extends to its regular students.

**15.1.1.ii.** The student will rejoin either the subsequent semester or the same semester next year (as the case may be) after paying re-joining fee and other semester fees. In case, a student rejoins after the discontinued/absent period of one semester, he/she shall only register those courses having no or passed prerequisite course(s).

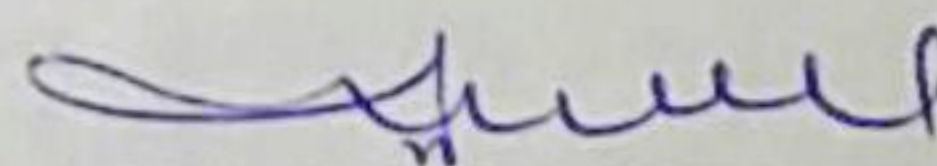
**15.1.1.iii.** Discontinued/absent period of the studentship shall not be added in the maximum duration period of the degree, however, if a student fails to rejoin the university after the maximum discontinued period (i.e. 2 semesters), his/her admission shall stand cancelled and name permanently removed from the university roll".

2. It is issued with the approval of the vice chancellor.
3. It shall be presented before the Academic Council for ratification.

  
Dr. Tanvir Aqil  
REGISTRAR

**A copy for information and necessary action is forwarded to:**

1. The Deans/Directors (Academic & Administration), UOG.
2. Chairpersons/HODs/Principal, NSMC/Directors, City Campuses and UOG Sub-Campuses (including sub campuses under PPP arrangement)
3. The Controller of Examinations, UOG.
4. The Treasurer, UOG.
5. The Resident Auditors, UOG.
6. The PSO to the Vice Chancellor, UOG.
7. Archive file.

  
DEPUTY REGISTRAR (DAC)



No: UOG/REG/DAC/17/ 1502

Dated: 10-04-2017

## **NOTIFICATION**

In exercise of powers vested under section 24 of UOG Act IX of 2004, the Academic Council vide decision of Agenda Item No. T-02 of its 8<sup>th</sup> meeting held on 23<sup>rd</sup> December, 2016 is pleased to approve the following revision / amendments in Migration / Transfer of Credits Policy from Fall 2016 and onwards;

1. Wherever seats are available in respective academic departments and the applicant fulfills the basic criteria; the policy / rule of merit (Merit of the candidate at par or above the last admitted candidate) shall be relaxed in order to facilitate the students & to fill vacant seats.
2. All such exceptional cases (Change in family circumstances / Medical grounds / Threat to life etc.) shall be dealt on case to case basis subject to genuineness of the case(s).
3. Candidates registered with high ranked / prestigious educational institutions which do not take UET Lahore Admission Entrance Test but take their own entry tests of very high standards when desire to migrate to UOG in exceptional & genuine cases, migration policy w.r.t. UET Lahore Admission Entrance Test for such candidates shall be relaxed.
4. Migration / Transfer of Credits for any candidate shall be subjected to submission of all relevant documents (Transcript, Scheme of Studies & NOC etc.) verified by the parent (donor) institution along with submission of difference of fee.
5. Academic departments shall ensure the verification of the requisite documents before generating challans in favour of the candidate(s).

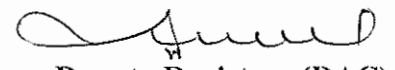
The above referred Agenda Item has been duly endorsed by the Syndicate in its 31<sup>st</sup> meeting held on January 02, 2017.

  
(Dr Tahir Aqil)  
REGISTRAR

### **NO. & DATE EVEN**

**Copy is forwarded for Information and necessary action to:**

- i. The Controller of Examinations, UOG
- ii. All Members of Academic Council, UOG
- iii. The Treasure, UOG
- iv. The PSO to Vice Chancellor, UOG
- v. Academic Council File

  
Deputy Registrar (DAC)



# UNIVERSITY OF GUJRAT

## OFFICE OF THE REGISTRAR

Admin Block, Main Campus Hafiz Hayat, Ph: 053- 3643112, 3643117, 3643408, Ext. 114  
Fax No. 053- 3643034, Mail: registrar@uog.edu.pk Web: www.uog.edu.pk

No. UOG/REG/20/34/1110

Dated: the 23 October, 2017

### NOTIFICATION

In pursuance of the recommendations of the Academic Council in its 9<sup>th</sup> Meeting held on the 21<sup>st</sup> August, 2017 vide additional agenda item: in exercise of powers vested under Section 22(2)(xxv) of UOG Act IX of 2004; the Competent Authority (the Syndicate) in its 34<sup>th</sup> Meeting held on the 14<sup>th</sup> September, 2017 vide decision of Agenda Item No. 03 has been pleased to approve the following rules for the migration of MS / MPhil / Equivalent and PhD Scholars:

- The MS / MPhil / Equivalent and PhD migration shall be associated with the new appointment of a faculty member (Research Supervisor) from another university or appointment of a faculty member to another university.
- Scholars(s) may apply for migration with the consent of the respective Research Supervisor at UOG subject to issuance of NOC from the Parent University and agree to leave with him/her to a new university. Such migrations are not allowed for those scholars(s) whose supervisor is absconder from Parent University.
- Migration shall be subject to availability of the program and seats in the respective program,
- Candidates must fulfill the pre-requisites of the admission of the respective program at UOG.
- Migrated students are not eligible for honors / awards.
- Applicants who could not get admission in UOG because of not meeting the merit requirements are not eligible to apply for migration.
- For Migration in MS / MPhil / Equivalent Programs, course(s) with minimum C+ and higher Grade (accordingly to UOG grading policy) will only be transferred. Course(s) must parallel to course(s) offered by UOG and approval by the Board of Studies.
- If required by the respective department, all the MS / MPhil / Equivalent and PhD scholars shall have to enroll all deficiency course(s), in addition to those prescribed credit hours already completed at the Parent University, for completion of degree at UOG before the submission of the Research Thesis.
- For MS / MPhil migration, courses with C, D and F grades will not be considered for migration even if the candidate was declared pass by his/her Parent University

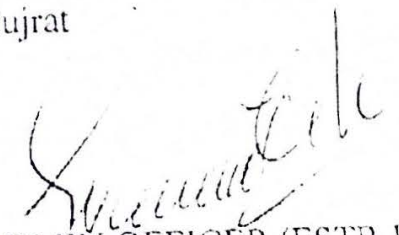
- j. If a scholar fulfills the conditions mentioned at Para (c&d), he/she may submit application with the consent of the respective Research Supervisor who has joined UOG.
- k. The PhD scholar who has completed his/her course work and comprehensive examination at Parent University, he/she may apply for migration with the consent of the respective Research Supervisor who has joined UOG.
- l. Total degree duration shall be considered at the time of admission at the Parent University; no relaxation in total degree duration shall be given to the migrated scholar(s), as per UOG Rules & Regulations.
- m. Once scholar migrated to the UOG, he / she must follow the academic rules of UOG


  
(DR TAHIRA AQIL)  
REGISTRAR

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to the:

- 1) Treasurer, University of Gujrat
- 2) Director ASRB, University of Gujrat
- 3) Resident Auditor, University of Gujrat
- 4) Deputy Registrar (DAC), University of Gujrat
- 5) Deputy Registrar (HR), University of Gujrat
- 6) Deputy Registrar (E-II), University of Gujrat
- 7) All Members of the Academic Council, University of Gujrat
- 8) Syndicate File (UOG/REG/20)
- 9) Archive File

  
ADMIN OFFICER (ESTB-1)

 *example (alt)*  
5/10/12



No:UOG/REG/DAC/17/1664

Dated: 15-09-2017

## NOTIFICATION

In exercise of powers vested under section 24 of UOG Act IX of 2004, the Academic Council vide decision of Agenda Item No. 12(b) of its 9<sup>th</sup> meeting held on 21<sup>st</sup> August, 2017 is pleased to allow re-admission in Fall – 2017 of all such students with less than 1.5 CGPA who had not availed re-admission opportunity earlier and had consented for readmission in Fall – 2017.

  
For REGISTRAR

### NO. & DATE EVEN

**Copy is forwarded for Information and necessary action to:**

- i. All Members of Academic Council, UOG
- ii. All Faculty Deans, UOG
- iii. The Convener Admission Committee, Fall 2017, UOG
- iv. The Treasure, UOG
- v. The Controller of Examinations, UOG
- vi. The Director(s), UOG Sub Campuses
- vii. The Director(s), UOG Sub Campuses (PPP)
- viii. The Director IT Services, UOG
- ix. The Director, SSC, UOG
- x. The PSO to Vice Chancellor, UOG
- xi. Academic Council File

  
Deputy Registrar (DAC)

## Registrar Office

Hafiz Hayat Campus, Gujrat. Ph: 053 3643300, 3643327-Ext: 113.  
E-mail: [info@uog.edu.pk](mailto:info@uog.edu.pk) Web: [www.uog.edu.pk](http://www.uog.edu.pk)

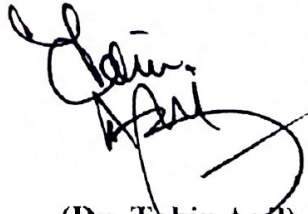
No. UOG/DR/DAC/17/2296

Dated: 09-01-2018

### NOTIFICATION

In exercise of the powers vested under section 14 (1) of University of Gujrat Act IX of 2004, and in anticipation of approval by the statutory body i.e. the Academic Council, the Competent Authority is pleased to approve the following w.e.f. Fall-2017:

- All academic history of the student shall be transferred to new roll number except the semester in which the student got low CGPA (i.e.  $CGPA < 1.5$ ) and dropped from university roll and re-admitted in the very next semester.
- The dropped semester shall be reflected on transcript with any sign indicating that the student has been dropped in the respective semester.
- The re-admission status shall be reflected with another sign indicating that the student got re-admitted in the respective semester.
- The Controller of the Examinations shall coordinate with the Directorate of IT Services, UOG to incorporate the above said amendments in the transcript/examination module.
- The result / grades / marks of dropped semester shall not be calculated in the overall result/calculation.
- The academic session of re-admitted students shall be counted from date of his/her 1<sup>st</sup> admission.
- If a student shall be dropped due to low CGPA and re-admitted in next semester but after correction of result his/her CGPA exceeds to 1.50, the student's new roll number record shall be reverted to previous roll number. He/she shall be allowed to continue studies on previous roll number and his/her one time chance of re-admission shall remain secured.
- If a student's result is updated after declaration of result, it must be reported / intimated by the Examination Branch to the concerned Department / College / Campus and the student.
- The Director, IT Services, UOG shall ensure that the result by the teacher concerned does not appear in the student's login. Only notified result by the Controller of the Examinations shall be made visible in student's login.

  
(Dr. Tahir Aqil)  
REGISTRAR

No. & date even.

A copy for information and necessary action is forwarded to:

- Faculty Deans, University of Gujrat.
- The Director IT Services, University of Gujrat.



3. The Director, Evening Programs, University of Gujrat.
4. The Controller of Examinations, University of Gujrat.
5. The Director, Student Service Centre, University of Gujrat.
6. The Chairpersons / HODs / Coordinators of the Academic Departments, University of Gujrat.
7. The Principals / Coordinators, UOG City Campuses, University of Gujrat.
8. The Director, UOG Sub Campuses, Narowal & Rawalpindi.
9. The Director, UOG Sub Campuses, Lahore & Sialkot (under PPP arrangement).
10. The Principals, UOG Affiliated Colleges under Term System.
11. The Treasurer, University of Gujrat.
12. The PSO to the Vice Chancellor, University of Gujrat.
13. Archive File

  
Deputy Registrar (DAC)  
H

No. UOG/DR/DAC/16/214

Dated: October 14, 2016

**NOTIFICATION**

In exercise of the powers vested under section 14(1) of University of Gujrat Act IX of 2004, and anticipation of approval by the statutory body i.e. the Syndicate, the Competent Authority is pleased to approve the following policy:

2. The last opportunity shall be given to all those students who could not meet the minimum **CGPA** criteria to remain on the roll of the University, which is **1.5** during Summer-2016 Semester:
  - i. The candidates having **CGPA less than 1.5** to whom permission was granted under notification # UOG/Acd/233/2857 dated 24-03-2016.
  - ii. All such cases for whom the summer semester 2016 was the last semester, are allowed to complete their degree requirement under the rules to enroll themselves in Fall-2016 Semester in lieu of Summer-2016.
3. The concerned Chairperson/HODs shall ensure that students get themselves registered and improve the previous courses, keeping within the limits of credit hours per semester, instead of registering new course in Fall-2016. The students shall be allowed enrolling a maximum of four courses with the consent of the relevant teacher and HOD. There shall be no minimum limit for number of students. The classes shall be observed with all the decorum and tutorials shall not be offered.
4. The Chairpersons/HODs will formulate a proposal of all such students of their respective departments who have failed or have secured C or D grade in some of the courses and wish to improve their CGPA in order to achieve minimum CGPA



required for award of degree. This will be routed after approval from concerned Dean's Office for the approval by the Competent Authority.

5. All such process (Registration after approval from the Competent Authority, challan generation and fee submission) shall be completed within 10 working days after issuance of this notification.

  
(DR. TAHIR AQIL)  
REGISTRAR

**No. & date even.**

**A copy for information and necessary action is forwarded to:**

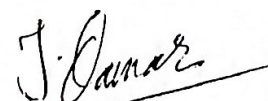
1. Faculty Deans, University of Gujrat
2. The Director IT Services, University of Gujrat
3. Controller of Examinations, University of Gujrat
4. Treasurer, University of Gujrat
5. Chairpersons / HODs / Coordinators of the Academic Departments, University of Gujrat
6. The Principals / Coordinators, UOG City Campuses, University of Gujrat
7. The Director, UOG Sub Campuses, Narowal & Rawalpindi
8. The Director, UOG Sub Campuses (PPP)
9. The Director, SSC, University of Gujrat
10. The PSO to the Vice Chancellor, University of Gujrat
11. Archive File

  
DEPUTY REGISTRAR (DAC)

## NOTIFICATION

The Competent Authority in exercise of the power vested under section 14(3) of UOG Act IX of 2004, and in anticipation of approval by the statutory bodies (Academic Council & Syndicate), is pleased to approve the policy under Semester System Rules as follows:

1. The existing UOG rule of minimum required 1.5 and 2.0 GPA to be on the roll of the University for Undergraduate and Graduate students, respectively shall be applied upon all admitted students in various degree programs at UOG during Fall-2015. The students below the desired GPA shall be dropped from the University roll with immediate effect after the declaration of the End Term Examination Results, Fall-2015.
2. The students admitted before Fall-2015 and currently registered in various semesters of Undergraduate degree program(s) having less than 1.5 CGPA shall maintain the minimum required CGPA (1.5) to be on the roll of the University after Summer-2016 semester; otherwise, shall be dropped from the University roll. However; degree shall be awarded at 2.00 CGPA in any case.
3. The concerned Chairpersons/HODs shall ensure that students register and improve the previous courses, keeping within the limits of CR Hrs per semester, instead of registering new courses in Spring-2016. The students shall be allowed enrolling a maximum of four courses with the consent of the relevant teacher and HOD, during Summer-2016 semester. There shall be no minimum limit for number of students. Classes shall be observed with all the decorum and tutorials shall not be offered.
4. The dropped students shall be allowed to seek re-admission in the subsequent semester after depositing all fee except registration. They shall register only the courses that do not require any pre-requisite pending to be cleared by the student. The option of re-admission shall be given only once in a degree program.



Additional Registrar  
University of Gujrat



**NOTIFICATION**

The Vice Chancellor in exercise of the power vested to him under section 14 (3) of UOG Act IX of 2004, is pleased to approve the following policy regarding registration and fee structure of thesis for MS/MPhil and PhD programs:

- i. Thesis and Final Year Project status shall be awarded in UOGIS as "Thesis / Project in Progress" (IP) instead of "Incomplete" (I-Grade) for BS / BS (Hons), Masters / MS / MPhil and PhD programs till the last semester where its grade shall be updated.
- ii. PhD Research Scholars shall enroll thesis with one course code having 12 credit hours, however, scholars shall pay fee for 03 credit hours in each semester till the last regular semester.
- iii. PhD Research Scholars exceeding regular time period (i.e. 7<sup>th</sup> and onward semesters) shall pay a lump-sum Rs. 15000/- per semester to register thesis.



(DR. TAHIR AQIL)  
REGISTRAR

**No. and Date even**

**A copy is forwarded for information and necessary action to:**

1. All Faculty Deans/ Director / Chairpersons / HODs, UOG.
2. The Treasurer, UOG.
3. The Controller of Examinations, UOG.
4. The Director ASRB, UOG.
5. The Director SSC, UOG.
6. The Director QEC, UOG.
7. The PSO to the Vice Chancellor, UOG.
8. The Archive File.



DEPUTY REGISTRAR (DAC)



# UNIVERSITY OF GUJRAT

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3643121, 3643334, 3643408, Fax No. 053 3643167  
E-mail: [info@uog.edu.pk](mailto:info@uog.edu.pk)


No.UOG /Acad /256/2932

May 13, 2016.

## NOTIFICATION


The Vice Chancellor in exercise of the powers vested to him under section 14(3) of UOG Act IX of 2004, is pleased to approve the following policy regarding registration and fee structure of thesis for MS/MPhil and PhD programs:

- i. Thesis status shall be awarded in UOGIS as "Thesis in Progress" (TIP) instead of "Incomplete" (I-Grade) for MS/MPhil and PhD programs till the last semester where its grade shall be updated.
- ii. PhD Research Scholars shall enroll thesis with one course code having 12 Credit hours, however, scholars shall pay fee for 3 credit hours in each semester till the last regular semester.
- iii. PhD Research Scholars exceeding regular time period (i-e 7<sup>th</sup> and onwards semesters) shall pay a lump-sum of Rs. 15000/- per semester to register thesis.

  
**Registrar**  
University of Gujrat

Copy to:

1. Faculty Deans, UOG
2. Treasurer, UOG
3. Controller of Examinations, UOG
4. Director ASRB, UOG
5. Director SSC, UOG
6. Director QEC, UOG
7. All Directors, Chairpersons, HODs, UOG
8. PSO to Vice Chancellor, UOG

  
**Additional Registrar (Academics)**  
University of Gujrat.